

Say **NO** to **INTERRUPTIONS!**



The Filter Question: What color is this interruption?

RED

STOP - Take care of this interruption right now!

GREEN

GO - Reschedule for later today! GO back to what you are doing as quickly as possible.

YELLOW

CAUTION - Reschedule for tomorrow or later in the week! Focus on what you are doing.

GRAY

NO - Just say NO to gray interruptions! You know what and who they are.

